



USAID | **COLOMBIA**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051421R10015

ISSUANCE DATE: June 25, 2021

CLOSING DATE/TIME: July 19, 2021

SUBJECT: Solicitation for a **Cooperating Country Personal Service Contractor or Third Country National Personal Service Contractor (CCN/TCN PSC – *Local Compensation Plan*)** – Project Management Specialist (Public Private Partnerships Alliance Builder) - **Single Vacancy**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation. For further information about USAID/Colombia please visit <https://www.usaid.gov/colombia>.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information or to BogotaHR@usaid.gov.

Sincerely,

Joseph Sidari
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL: 72051421R10015
2. ISSUANCE DATE:	June 25, 2021
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:	July 19, 2021
4. POINT OF CONTACT	EXO/HR, BogotaHR@usaid.gov
5. POSITION TITLE:	Project Management Specialist (Public Private Partnerships Alliance Builder) - PRO
6. MARKET VALUE:	COP\$119,905,204 – COP\$197,843,588 Equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Colombia. Final compensation will be negotiated within the listed market value
7. PERIOD OF PERFORMANCE:	The base period will be 1 year, estimated to start in November 2021. Based on Agency need, the Contracting Officer may exercise additional 1-year option period(s) for 4 years.
8. PLACE OF PERFORMANCE:	USAID/Colombia with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS	All Interested candidates. Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. SECURITY LEVEL REQUIRED:	As an employment precondition, the successful offeror is required to obtain U.S Embassy/ Colombia Regional Security Office (RSO) Security Clearance.

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Project Management Specialist (Public Private Partnerships Alliance Builder)

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The USAID Project Management Specialist - Public-Private Partnerships Alliance Builder (PPPAB) manages and monitors Mission-wide Private Sector Engagement (PSE) and PPP-related activities on a day-to-day basis. S/he works across USAID/Colombia’s different technical offices to generate formal public private partnerships (PPPs) and leverage private sector resources that contribute to the Mission’s overall development objectives in Colombia. S/he shall bring innovative ideas and practices and implement them into a successful PSE Action Plan. S/he shall

be a forward thinker who always looks for new opportunities for growth, intuitive collaborator, and an outstanding communicator.

The primary purpose of the position is to facilitate market-driven collaboration and partnerships between USAID and the private sector, in order to catalyze increased development impacting on priority geographic areas. Primary responsibilities will include: a) establish effective communication channels and/or strong links with private sector including CEOs and Board Members, implementing partner organizations Chief of Parties, will require high levels of skills, negotiation, and diplomacy; b) lead PSE planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs; c) develop communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and engagement achievements using all channels available; d) organize high-level events with private sector and Front Office ; e) organize and maintain up-to-date PPP data; e) bring knowledge and lessons learned to the cross-cutting theme task force on PSE; and f) analyze strategic opportunities and advise Mission on best practices.

Effective partnerships require a deep understanding of opportunities and constraints with the private sector and how these intersect with the Mission's development priorities. The PPPAB position requires a strong understanding of the private sector, the Colombian culture and society, and of USAID policies and procedures. The position will be located in USAID/Colombia's Program Office and supervised by the Development Program Specialist (Program Advisor).

Strategic Management and Coordination (40%)

- Identify potential alliance partners (external) and develop direct relationships with private businesses, corporations, foundations, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- Organize roundtable discussions/speaker series on subjects which may contribute to a better understanding of strengths, weaknesses, opportunities and constraints related to the investment and enabling environment for the private sector.
- Lead the development of a yearly PSE Action Plan for engaging, negotiating, and finalizing formal partnerships with potential partners. In so doing, the PPAB will a) leading alliance assessments that identify and prioritize sectors of the economy where development challenges intersect with business opportunities or constraints; b) seek out and create opportunities for potential PPPs between USAID and private sector entities; c) attract financial resources and investments that can be leveraged to address USAID goals and objectives; d) conduit expressions of interest of potential alliance partners that initiate contact with USAID; and e) conduct due diligence research on potential partners.
- Provide reporting information on an annual and as needed basis to Washington regarding resources leveraged and development outcomes achieved due to partnerships with the private sector.
- Serve as the Mission's Private Sector Engagement POC for the Mission and Washington D.C.

- Lead the implementation of the PSE policy and the integration of market-based approaches in the program cycle, Country Development and Coordination Strategy (CDCS) and in the design of new projects and activities across technical offices.
- Develop marketing and communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and alliance's achievements using all channels available. In addition, support any PSE communication and outreach events, briefers, cables, etc.
- Mentor, coach, and supervise the Private Sector Engagement Specialist (FSN-10). Provide supervision, including assigning tasks for on-the-job training, and providing feedback to the PSE Specialist.

Alliance Building, PSE/GDA Mission POC, and Relationship Management (20%)

- Play a critical role in the determination of the size and nature of non-operating budget amounts to be allocated to direct PPPs signed for the Mission. S/he will be involved in budget formulation and negotiation with external parties for matching funds.
- Research proposed partners by conducting due diligence on their past alliances, business practices and geographic focus, ties to other organizations/governments, and so forth.
- Work with the Contracting or Agreement Officer to facilitate the formal acquisition or agreement process.
- Act as point of contact on PSE and GDA (Global Development Alliances) for the Mission vis-à-vis the Agency and participate actively in the Agency community of practice. Maintain familiarity with policy imperatives, reforms, and examples of PSE implementation throughout the Agency.

Capacity Building and Support (15%)

- Coordinate closely with USAID technical offices to identify specific needs and/or opportunities where PPPs could be developed to leverage funds from private sector partners to address development problems and increase impact.
- Assist activity and project design teams with conducting PSE market research and ensuring that the findings are integrated into design documents.
- Provide in-depth guidance to COR/AORs and Implementing Partners to initiate, develop or expand PPPs based on the strategic goals of USAID/Colombia.
- Assist in coordinating a PSE community of practice, GDA get togethers, among other spaces for PSE champions/relationship managers and other key stakeholders to guide implementation of the PSE action plan.
- Provide training to USAID staff and implementing partners in best practices for building and managing partnerships.

Information management, program/policy analysis and reporting (15%)

- Write and review PPP and PSE narratives for Program Office reports/updates including the annual operational plan, performance report, portfolio reviews, mission reports, among others.
- Work with the Private Sector Engagement Specialist (FSN-10) that proper indicators measure the impact of public-private partnership efforts are accurately tracked and used as needed.
- Contribute to regular and ad-hoc PPP and GDA reporting efforts and taskers.

Activity management and administration - Contracting/Agreement Officer's Representative (C/AOR)(10%)

- Provide technical leadership on the implementation, monitoring and evaluation of assigned activities.
- Provide technical advice and direction to institutional contractors, grantees, and other stakeholders as warranted.
- Review and approve implementing organizations' work plan and technical reports, verify that they met the acceptance standards and delivery schedules, as specified in the contract/agreement.
- Manage the budget allocation, obligation and disbursement of assigned activities. This includes reviewing and approving vouchers, conducting pipeline analyses, and processing incremental funding.
- Ensure activities achievements are appropriately documented and communicated through annual reports, quarterly reports, portfolio reviews, briefings, events and talking points.

3. Supervisory Relationship: The USAID Development Program Specialist (PPPAB) is under the direct supervision of the Development Program Specialist (Program Advisor) - FSN-12.

4. Supervisory Controls: The incumbent will be responsible for the direct supervision, establishment of work objectives and performance evaluation of the Project Management Specialist (Private Sector Engagement) FSN-10, and have the responsibility of mentoring, training, and providing guidance, and day-to-day oversight and management in order to build the individual's capacity.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in economics, engineering, business, international development, humanities, or equivalent field is required.
- b. **Prior Work Experience:** A minimum of five (5) years' experience in engaging the private sector to solve critical development problems while promoting business success and broader economic growth is required. Experience in an international development organization on economic growth and/or a private sector organization on issues related to developing countries/emerging markets, corporate social responsibility, or business development. Proven capacity to conceptualize and develop strategies, programs, and projects. Experience in performance-based management and budgeting and experience in structuring and/or implementation of public-private partnerships. previous experience working in corporate philanthropy or Corporate responsibility and/or sustainable development with private sector is required.
- c. **Post Entry Training:** Appropriate modules of Leadership and Program Operations training; COR/AOR training; Private Sector Engagement training; GLAAS; Phoenix; Agency database systems; on-the-job training; and other areas related to duties.
- d. **Job Knowledge:** Demonstrated knowledge of the private sector environment in Colombia; strong understanding of the political and economic realities of Colombia; familiarity with the Colombian culture, society, and leaders; and ability to learn and come acquainted with USAID internal procedures, policies, and program design and implementation.
- e. **Skills and Abilities:** Demonstrated ability to produce professional quality analytical pieces. Demonstrated experience communicating with and presenting to diverse high-level audiences including senior U.S. Government officials, private sector CEOs, high-ranking Colombian government officials, other donors, and civil society leaders. Strong negotiation, collaboration, team building, networking, and interpersonal skills. Must possess the capacity to bring innovative ideas and practices and paste them into successful plans. Proven ability to work independently with minimal supervision or guidance. Self-starter and forward thinker with the ability to work calmly, tactfully, and effectively under pressure. High capacity to listen, evaluate and bring consensus to complex, sometimes controversial issues.
- f. **Language Proficiency:** Fluent (Level IV) English and Spanish language proficiency for both speaking and writing is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers

that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. POSITION ELEMENTS

- a. **Supervision Received:** The USAID Development Program Specialist (PPPAB) is under the direct supervision of the Development Program Specialist (Program Advisor) - FSN-12.
- b. **Supervision Exercised:** The incumbent will be responsible for the direct supervision, establishment of work objectives and performance evaluation of the Project Management Specialist (Private Sector Engagement) FSN-10, and have the responsibility of mentoring, training, and providing guidance, and day-to-day oversight and management in order to build the individual's capacity.
- c. **Available Guidelines:** ADS sections pertaining to project management, Mission Orders, and other established USAID/Colombia administrative procedures and regulations.
- d. **Exercise of Judgment:** The incumbent is expected to work with minimum direction and supervision. The need for quick response in high profile, complex and often fluid situations require the incumbent to exercise discretion and good judgment and operate with high levels of autonomy, responsibility, and authority.
- e. **Authority to Make Commitments:** Within the context of the field responsibility and with the approval of the direct supervisor, may make technical commitment and may initiate discussions that lead to financial commitments. No direct financial commitments of US public funding are authorized.
- f. **Nature, Level, and Purpose of Contacts:** Senior U.S. Government officials; Board Members, CEOs and other high-level representatives of private business, corporations, foundations, NGOs, other non-traditional development organizations; other donors; and high-ranking Colombian government officials.
- g. **Time Expected to Reach Full Performance Level:** One year.

2. BASIS OF RATING

Offerors who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the minimum requirements in the supplemental document. Those offerors determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks. The offeror rating system is as follows:

Evaluation Factors:

- Job Knowledge: 20 points
- Work Experience: 25 points
- Skills and Abilities/Testing: 20 points
- Written Communication/Testing: 15 points
- Interview and Oral Communication: 20 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the online offer form in the [Electronic Recruitment Application \(ERA\)](#)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted through the Electronic Recruitment Application (ERA).
3. Offeror submission must clearly reference the Solicitation number on all offer submitted documents.

Offers must be submitted in accordance with the instructions in the section titled “How to Apply”. Incomplete offer packages may be eliminated from further consideration. All documentation will be reviewed to ensure offerors meet the minimum requirements, and offerors who do not meet the minimum requirements will not be scored.

Offerors may be invited to take a written technical test. Final offerors may be interviewed. Reference checks may be requested. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror’s cover letter; USAID will delay such reference checks pending the offeror’s concurrence.

HOW TO APPLY

1. Visit the U.S. Mission in Bogota website: <https://co.usembassy.gov/embassy/jobs/>
2. Click on “Electronic Recruitment Application (ERA)”.
3. Select the position of your interest by doing click on the vacancy title.
4. Read the document titled “**Solicitation**” carefully and pay special attention to the “**Language Testing Procedures**”.

Qualified Offerors **must upload the following (5) PDF documents in ERA (Do not upload more documents)** or their offers will not be considered for this position:

1. Current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (maximum 3 pages) – PDF format.
2. List (not a written letter of reference) of a minimum of three (3) professional references with complete name, title, organization where he/she works, description of relationship, and with working/accurate telephone and e-mail information. These professional references must not be family members or relatives. The offeror's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor (Three contacts in one page) – PDF format.
3. Cover Letter (in English) with written responses to the evaluation criteria – education, prior work experience, job knowledge, skills and abilities stated in “Section II - **Minimum Qualifications Required for this Position**”, (Times New Roman 12 and maximum 2 pages) – PDF format.
4. Copy of education degrees (bachelor, master’s degree, etc.). Transcripts are not needed, neither are translations – PDF format.
5. Copy of Colombian work permit and/or residence visa (if applicable) – PDF format.

IMPORTANT CONSIDERATIONS

Please refer to the attached document for [**Language Testing Procedures**](#).

Only short-listed candidates will be tested in the non-primary language (English and/or Spanish). The USAID/Human Resources Office will contact the candidates via email.

At the time of the offer, candidates must fully meet the education requirement (graduated and degree and/or diploma already received) as specified and must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide proof of education such as valid copies of degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will eliminate the candidate from further consideration. Offer letters and forms must be signed. Incomplete and unsigned offers/forms will not be considered.

Only short-listed candidates will be contacted and may be interviewed.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

USAID reserves the right to obtain information on finalists from any and all sources inside or outside the US Government.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to compete and submit the following forms after an offeror is selected for the contract award:

1. Conditional Selection Letter.
2. U.S. Embassy Colombia Security Certification Request.
3. Medical clearance.
4. Negotiation Memo with Responsibility Determination.

VI. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

Salary: Will be determined by the USAID Contracting Officer within the equivalent to FSN–11 salary range based on experience, qualifications, and salary history. This position is taxable; incumbent will be required to pay Colombian taxes.

BENEFITS and ALLOWANCES:

- Christmas Bonus: 1-month basic salary per year
- Vacation Bonus: 1-month basic salary per year
- Service Bonus: 1-month basic salary per year
- Education Allowance (if applicable)
- Benefit Allowance: Cps \$1,072,273 per year
- Meal Allowance: Cps \$751,955 per year
- Severance: (cesantías), plus 12% interest per year of severance
- Life/Accident/Disability Insurance (voluntary participation)
- Supplemental Medical Insurance (voluntary participation)
- FICA/Medicare deductions applied (for US citizens only)

Please be advised that all bonuses and allowances are paid proportionately; actual payments are pro-rated according to the number of months worked during the pay year. Also, the selected candidate will receive health and pension benefits according to Colombian labor law.

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>

LINE ITEMS

ITEM No. (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Agency/Bureau: 72/72 Agency/Bureau: 72/72 Appropriation: 7219/201037 Funds: ES-514 514-514-MM-21-RED-T-210006-CCN EOCC: 1130000 EOCC: 1210000	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
2001	Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
3001	Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <https://www.usaid.v/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.